

Job Opportunity Bulletin

Post Date: OCTOBER 29, 2015

OFFICE TECHNICIAN (TYPING)

Salary Range: \$2,809 - \$3,515
Permanent, Full Time

FINAL FILING DATE: **UNTIL FILLED**

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

This position provides clerical support to the Monitoring and Family Services Branch which is responsible for ensuring that the State meets federal requirements related to the Early Start, Part C program.

For complete duties, please see the duty statement on the following page.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Proficient in Microsoft Word, Excel, and Outlook.
- ❖ Strong clerical skills.
- ❖ Organized and detail-oriented.
- ❖ Ability to be flexible with various assignments.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date.

All applicants will be considered; however, Re-employment/SROA/Surplus will be given priority. Please include the **basis of your eligibility** (list eligibility or lateral transfers must meet the minimum qualifications of this classification) and position **#473-311-1139-101** on your application.

Please also attach a copy of your typing certificate. To obtain a typing certificate, please go to: <http://jobs.ca.gov/Job/TypingCertification>

Please refer to:

Position # 473-311-1139-101

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be screened
and only the most qualified will be
interviewed.

CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: Claudia.Lutz@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (1/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY SERVICES DIVISION
MONITORING AND FAMILY SERVICES BRANCH
DUTY STATEMENT**

JOB TITLE: Office Technician (Typing)**POSITION #:** 473-311-1139-101**POSITION DESCRIPTION:**

The Office Technician provides office and clerical support to the Monitoring and Family Services Branch; is able to utilize modern office equipment and supplies, operates various office machines including photocopiers, printers, facsimile machines, and personal computers; and has a working knowledge of and ability to use modern office methods and computer programs including but not limited to Microsoft Office Suite. The Office Technician provides telephone coverage; and distributes and tracks incoming and outgoing mail. The successful applicant must be able to function rationally and deliberately under high pressure situations to reach the best outcomes; and possess good communication skills and attention to detail.

SUPERVISION EXERCISED: None.**SUPERVISION RECEIVED:** General supervision is provided by the Branch Manager, Monitoring and Family Services Branch.**EXAMPLES OF DUTIES:**Essential Job Functions:

- 45% Provide telephone coverage for the Branch by answering and directing telephone calls to appropriate personnel. Review and edit all completed correspondence, reports and materials for format, content, grammar, ensuring that such documents are in conformity with the Department's Written Communications Manual. Manage records, and track reports and due dates. Provide functional guidance and customer service in a professional manner.
- 35% Review and compile employee time sheets, schedule and maintain appointment calendars, and reserve conference rooms. Prepare basic responses to routine inquiries for manager's signature, refer complex assignments to the appropriate section chief for response and maintain a control log of assignments.

Marginal Job Functions:

- 10% Screen and review incoming mail; maintain Branch calendar, prepare meeting packages, and organize schedules. Responsible for ordering office supplies for the Branch.
- 10% Manage travel arrangements and reimbursements for Branch staff, as needed.

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POSITION #: 473-311-1139-101

WORKING CONDITIONS: Job is performed in an open-spaced partitioned office in close proximity to co-workers. Typical working hours are Monday through Friday 8:00am - 5:00pm. Job requires sitting for extended periods of time while working on a personal computer up to 65% of total office time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Microsoft Office Suite, Windows and related software. The successful applicant will have experience ordering office supplies and operating office equipment and strong understanding of business English and correspondence. Proficiency in Microsoft Word is required.

Ability to: Perform clerical work; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write proper English at a level required for successful job performance; meet and deal tactfully with the public; establish and maintain effective working relations with others; apply specific laws, rules and office policies and procedures; prepare correspondence independently, utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; and type at a speed of not less than 40 words per minute. Must be able to perform the essential job functions and adhere to professional conduct at all times; must be able to self-direct for timely project completion; and must maintain regular attendance. Bilingual (English/Spanish) preferred.

CERTIFICATION OR LICENSE: Typing certification with passing score of 40.